

## **Minutes of the Finance Committee**

**Wednesday, May 21, 2003**

Chair Haukohl called the meeting to order at 8:47 a.m.

**Present:** Supervisors Pat Haukohl (Chair), Genia Bruce, Don Broesch, Joe Griffin, Joe Marchese, and Jim Behrend.

**Also Present:** Legislative Policy Advisor Mark Mader, Building Projects Manager Dennis Cerreta, Deputy County Clerk Kelly Yaeger, Senior Financial Analyst Mike Baniel, Senior Risk Management Analyst Jeff Newcomb, Risk Management Administrator Laura Stauffer, Collections & Business Services Manager Sean Sander, Senior Financial Analyst Linda Hein, Parks Systems Manager Jim Kavemeier, Parks & Land Use Director Dale Shaver, Public Works Director Rich Bolte, Communications Center Contract Manager Richard Tuma, Chief of Staff Jeff Landin, Labor Relations Manager Jim Richter, Senior Services Director Cathy Bellovary, and Nutrition Services Supervisor Mary Smith.

### **Executive Committee Report**

Haukohl advised of the following issues discussed at the last Executive Committee meeting.

- Reviewed the Waukesha County Worker's Compensation internal audit which will be agendized for the next Finance Committee meeting. Some minor problems were detected and they are being corrected by Risk Management staff.
- Act 150 recommendations were reviewed again with a focus on investigating capital expenses of libraries and the creation of a committee to look into this after the County Board adopts the plan.
- State Rep. Lehman appeared to discuss potential changes to tax incremental financing districts.

### **Schedule Next Meeting Dates**

The next meetings are scheduled for June 4 & 18. Broesch said he wouldn't be able to attend on the 18<sup>th</sup>.

### **Contract Procurement Process for Architectural and Engineering for UWW Northview Hall Remodeling**

Cerreta discussed this issue as outlined in the contract procurement process checklist. The contract was awarded to Plunkett Raysich, the highest rated proposer, for a total contract cost of \$159,500. The budgeted amount was \$275,000. A total of 7 RFP's were received for consideration.

**MOTION:** Marchese moved, second by Behrend to approve the contract procurement process for architectural and engineering for UWW Northview Hall remodeling. Motion carried 6-0.

### **Review Change of Intent for Budgeted Funds in the County Clerk's Office**

Yaeger explained the County Clerk's request to change the intent for budgeted funds. She indicated they currently have a DOS system and they want to upgrade to a Windows product for election purposes, as the current system is very outdated. By upgrading this year, they'll save the \$6,000 maintenance fee which wouldn't be due again until 2005. Also by upgrading this year, they'll have more time to train staff and test the software. They won't have as much time to do it next year due to the presidential election primary being moved to February.

**MOTION:** Marchese moved, second by Behrend to approve the change of intent for budgeted funds in the County Clerk's Office. Motion carried 6-0.

### **1<sup>st</sup> Quarter Status Report on Claims**

Newcomb reviewed the report entitled "Waukesha County Worker's Compensation 1999-2003 Claims History Summary." By the end of the 1<sup>st</sup> quarter of 2003, 21 claims had been opened and 19 remained open. The total incurred was \$51,980. Since 1999, 517 claims have been opened, 37 remained open, and the total incurred was \$1,779,626. Newcomb highlighted those claims that have opened and closed since the last report.

Stauffer distributed revised copies of the report entitled "Waukesha County Claims History – 1999-2002." By the end of the first quarter, no general liability claims had been opened. Regarding auto liability, 10 claims were opened and 3 remained open and the total incurred was \$10,306. There were 17 auto physical damage claims opened and 14 remained open. The total incurred was \$22,439. A total of 6 property damage claims were opened and 4 remained open. The total incurred was \$8,882. Since 1999, a total of 645 general liability, auto liability, auto physical damage, and property damage claims have been opened and 86 remained open at the end of the first quarter. The total incurred since 1999 is \$1,651,204. Stauffer briefed the committee on those claims that have opened and closed since the last report.

#### **Year-End Report on Proprietary Funds**

Sander and Hein reviewed their report as outlined. Those funds that had a net income at year-end were the Naga-Waukee Golf Course (\$181,712), Eble Park Ice Arena (\$738), Materials Recycling (\$712,906), Vehicle / Equipment Replacement (\$132,073), Radio Services excluding Radio Replacement (\$178,374), Records Management (\$86,869), Communications (\$45,224), and Collections (\$266,169). Those funds that had a net income loss before operating transfers, at year-end, were Wanaki Golf Course (-\$115,101), Moor Downs Golf Course (-\$55,190), Naga-Waukee Ice Arena (-\$36,345), Expo Center (-\$70,689), Airport (-\$142,470), Central Fleet (-\$4,329), Risk Management / Worker's Compensation (-\$285,348), and End User Technology (-\$777,625).

Haukohl asked that Pete Pulos of the Parks & Land Use Department appear at a future meeting to discuss figures for the golf courses, primarily with regards to increased operating costs.

#### **Ordinance 158O- 015: Radtke Property Acquisition**

Kavemeier distributed handouts on this ordinance including property information, location and site maps, and photos. He said the purchase of this property, located in the Town of Vernon, implements the Fox River Greenway Plan. There are two buildable lots but any buildings could not have basements due to high groundwater. They do not anticipate selling any of this parcel and it will be paid for using Tarmann funds. Kavemeier noted that if any state funds become available, they will be pursued. The County's purchase price is \$94,500 and the assessed value is \$43,150 for a total of 20.96 acres. For comparative purposes, a 13-acre adjacent lot is listed at \$189,900 and also includes some wetlands. There is also a 3-5 acre parcel located nearby listed at \$110,000. Shaver noted that the parcel is assessed as farmland, therefore, the value is based on current use as opposed to its development potential.

**MOTION:** Behrend moved, second by Marchese to approve ordinance 158-O-015. Motion carried 6-0.

Behrend left the room due to a conflict of interest with ordinance 158-O-017.

#### **Ordinance 158O- 017: Authorize Sale of Lot on Mariner Drive to Adjacent Property Owners**

Kavemeier distributed handouts on this ordinance including property information, location and site maps, and photos. This parcel, the Naga-Waukee Park landfill, is not identified in their plan for Naga-Waukee Park. The sale price is \$25,000, as is the assessed value, and the property is .11 acres.

**MOTION:** Bruce moved, second by Broesch to approve ordinance 158-O-017. Motion carried 5-0.

Behrend returned.

#### **Ordinance 158O- 018: Creation of Positions for Waukesha County Communications Center**

Richter, Bolte, and Tuma were present to discuss this issue as outlined. Richter distributed copies of the Public Works Department organizational chart which incorporates the changes outlined in this ordinance. Bolte introduced Tuma as the Communications Center Contract Manager. Tuma went on to discuss his background and experience in communication centers. Bolte said they have gone as far as they can utilizing existing County staff and now is the time to hire permanent employees. Bolte advised that this ordinance creates the positions for the center whereby he and Richter went on to explain the positions and their duties and responsibilities. Haukohl asked if this involves any changes to the 2002 adopted budget. Bolte said yes whereby he and Richter explained this further.

Effective upon approval of this ordinance the following regular full-time positions will be created: One (1) Communication Center Manager (\$2,839-\$3,490, 2003 biweekly salary), one (1) Communication Center Specialist (\$1,557-\$1,988), and one (1) Senior Information Systems Professional (\$1,766-\$2,647). Effective October 1, 2003, one (1) regular full-time position of Communications Center Supervisor (\$1,557-\$1,988). Effective January 1, 2004, one (1) Clerk Typist III (\$916-\$1,035) and five (5) Communications Center Supervisors. Effective no later than June 1, 2004, with the transition of operations to the new communications center, transfer and re-title fifteen (15) regular full-time positions of Radio Dispatcher (\$1,194-\$1,306) and two (2) regular full-time positions of Lead Radio Dispatcher (\$1,283-\$1,446) to regular full-time positions of Telecommunicator in the Public Works Department (\$1,194-\$1,372). Effective January 1, 2004, create two (2) regular full-time positions of Clerk typist II (\$861-\$973) in the Sheriff's Department and Effective June 1, 2004, create nineteen (19) regular full-time positions of Telecommunicator (\$1,194-\$1,372).

**MOTION:** Broesch moved, second by Griffin to approve ordinance 158-O-018. Motion carried 6-0.

**Ordinance 158O- 016: Communication Center Supervisor Wage and Benefit Transition Plan and Telecommunicator Retention Plan**

Richter said the first component of this ordinance deals with a transition issue. The County Board previously adopted an ordinance dealing with the transition of employees from LACS and Brookfield. It was decided that they would come to us with the same benefits and seniority they had previously. At that time, staff did not take into consideration that a number of employees will be applying for supervisory positions. If a dispatcher from LACS or Brookfield comes to the County and gets promoted into one of the supervisory positions, we will give them the same benefits, e.g., sick leave, retirement, health insurance, just like we would if they came over as a dispatcher.

Richter discussed the second component which involves a one-time transition and retention payment of \$500. The center is a major undertaking by the County and it's very important the transition and the service run smoothly. This will heavily depend on the 36 telecommunicators (dispatchers). There will be a fairly significant learning curve not only for newly hired dispatchers but also for current workers due to a new system. The \$500 is a reward for those workers who stay through the transition, many of whom will come from LACS, Brookfield, and the Sheriff's Department. The ordinance states that anyone hired before December 15, 2004 as a telecommunicator will be eligible for a one-time retention payment of \$500 if they successfully complete the training and probationary period.

Richter said the third component also involves retention. Several years ago the County Board approved, on a limited term basis, the Dispatch Coordinator position in the Sheriff's Department. This position has sunsetted and will be abolished as of December 31, 2004. However, this person will play a critical role in the transition process. If this person stays with the County through December 15, 2004 the County will provide a retention payment of up to four weeks of pay and the County's contribution toward three months of health insurance.

**MOTION:** Griffin moved, second by Bruce to approve ordinance 158-O-016. Motion carried 6-0.

**Ordinance 158O- 019: Ratification of 2002-2003-2004 ACCORD Collective Bargaining Agreements**

Richter discussed this ordinance which outlines the voluntary settlement between the County and the ACCORD Union. A major change involves the health insurance. These changes, effective August 1<sup>st</sup>, parallels almost the exactly same agreement the County Board adopted for the deputy sheriffs including deductibles, co-insurance, and prescription drug co-pays. Effective for 2004, employees will be able to participate in the Section 125 Medical Reimbursement Plan on a pretax basis. The County will also provide a Post Employment Health Reimbursement Plan to regular full-time employees effective January 1, 2004 and the County will contribute \$200 annually for each eligible employee. Richter said the agreement also includes pay increases of 3%, 2%, 2%, 2%, and 2% beginning December 29, 2001 (retroactive pay) through June 26, 2004.

**MOTION:** Marchese moved, second by Broesch to approve ordinance 158-O-019. Motion carried 6-0.

**Presentation by Supervisor Marchese on Observations at Nutrition Site**

Haukohl distributed copies of a letter dated May 14<sup>th</sup> to Senior Services Director Cathy Bellovary from Tammy Rocker, Village of Sussex Director of Recreation, addressing the Community Center's senior nutrition program and Supervisor Marchese's comments and concerns. Marchese expressed concerns with the cost and quality of the meals at the County-run nutrition site in Sussex and he did not think a \$7 per meal cost was worth it. He said he's seen the meals and has heard complaints from seniors. He did praise the other Sussex meal site that's run by the municipality. Marchese distributed menu samples from both meal sites. He advised he would not support the County program at budget time.

Haukohl noted that seniors pay up to \$1.75 to eat at the municipal site or they can eat at the County site and pay \$0 if they choose. Seniors have the option to go to either one. She said she's eaten at the County meal sites several times and thought the food was excellent. Haukohl referred to the letter from Rocker who believes there's room for both programs. Haukohl had concerns that untrue/unfair statements were made to Rocker about what was and wasn't said at a previous Finance Committee meeting when Senior Services Director Cathy Bellovary discussed the meal programs.

Haukohl and Bruce said they needed more information on cost and who's paying what. Haukohl noted that both sites use taxpayer's money in some form or another. Marchese said he would obtain this information from the municipal meal site whereby Haukohl said she would obtain the same information for the County meal site. Mader noted that Mike Baniel indicated there is no County levy in the County meal sites. Dwyer said this should be brought before the Health & Human Services committee due to it being programmatic. Marchese said he would pursue this with that committee. Some committee members said they would be attending the municipal meal site to sample the food for themselves. Haukohl advised that this would be agendaized for the next Finance Committee meeting in order to go over the fiscal issue.

**Read Correspondence**

- Memo dated May 16<sup>th</sup> to County Board Chair Jim Dwyer from Director of Administration Norm Cummings on tax incremental financing.
- Informational Paper 17 dated January, 2003 from the Wisconsin Legislative Fiscal Bureau on tax incremental financing.
- Copies of the most recent Executive Committee correspondence list were distributed.

**Meeting Approvals**

**MOTION:** Behrend moved, second by Griffin to approve to approve mileage for Marchese's attendance to a future Health & Human Services Committee meeting. Motion carried 6-0.

**State Legislative Update**

Due to Legislative Policy Advisor Dave Krahn's absence, copies of his updated state legislation report were distributed.

**MOTION:** Behrend moved, second by Bruce to adjourn at 12:32 p.m. Motion carried 6-0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Joseph F. Griffin  
Secretary